

How to Apply for DIA Civilian Jobs



Directorate for Human Capital
Office of HC Online Services



You Must Apply Online for DIA Civilian Jobs

- **For best results, use Internet Explorer to prepare your application.**





The application package you build online will contain:

- **Your résumé – built on-line**
- **Any required attachments**





Rules for All to Follow When Working in DIA's Employment Sites

1. Use TAB – rather than ENTER, to move from one field to another.
2. DO NOT use the "BACK" button/arrow. Instead use the links on the page to move to a previous screen.
3. Save your work often. The system times-out after 60 minutes if you have not moved from one field to another.





For all applicants

Draft and submit only one application at a time.

If you save one application in draft – then start an application to another job, the data in the draft application will be changed by your work on the second application.





For ALL Applicants Applying on NIPRNet / the Internet

Directorate for Human Capital

If you apply on the internet/NIPRNET, **using Microsoft Internet Explorer**, go to www.dia.mil.

Click “Vacancies” or “Search & Apply for Jobs”

Special Status applicants should NOT apply on the internet/NIPRNet





For External Applicants Applying on the Internet

Directorate for Human Capital

Visit the
various links
on this page
to learn more
about
employment
at DIA.

When you're
ready to
move on –
click the BIG
BLUE
BUTTON

Defense Intelligence Agency

Committed to Excellence in Defense of the Nation

Welcome to DIA's Employment Headquarters. As a member of the United States Intelligence Community, the Defense Intelligence Agency is a Department of Defense combat support agency. With over 16,500 military and civilian employees worldwide, DIA is a major producer and manager of foreign military intelligence. We provide military intelligence to warfighters, defense policymakers and force planners in the Department of Defense and the Intelligence Community, in support of U.S. military planning and operations and weapon systems acquisition. [Click here to read our Privacy & Security Statement.](#)

You must use Internet Explorer to access this site. If you are using another web browser, exit that browser and enter Internet Explorer before beginning the application process.

[View Vacancy Announcements & Apply for DIA Jobs](#)

[FAQ's](#)
[System Requirements](#)
[Pre Employment Forms](#)
[Application Instructions](#)

About

Mission - Provide timely, objective, and cogent military intelligence to warfighters, defense planners, and defense and national security policymakers.

Vision - Integration of highly skilled intelligence professionals with leading edge technology to discover information and create knowledge that provides warning, identifies opportunities, and delivers overwhelming advantage to our warfighters, defense planners, and defense and national security policymakers.

Values - We are committed to...

- Service to our country, our community, and our fellow citizens.
- **Dedication, Strength, and Urgency of Purpose** to provide for our nation's defense.
- **Customer-Focus** in the products and services we provide.
- **Integrity and Accountability** in all of our actions and activities.
- **Commitment to inquiry, truth, and continuous learning.**
- **Creativity and Innovation** in solving problems, discovering facts and
- **Teamwork** through internal and external partnerships.
- **Leadership** at all levels within Defense Intelligence and the Intelligence Community.

We invite you to learn how you can become a valued member of the DIA

- View vacancy announcements and apply for civilian employment at DIA
- Request that DIA send future announcements to you which advertise

Start your exploration of DIA's employment opportunities for civilian employees

Working at DIA

[About DIA](#)
[Diversity Information](#)
[Benefits](#)
[FAQ's about working at DIA](#)

This is the first screen you'll see, whether you access the site through JWICS, NIPRNet, or SIPRNet at your work space – or through the internet, at home.



For External Applicants Applying on the Internet

Directorate for Human Capital

**You will be
asked if you
are a
current DIA
civilian
employee.**

Are you a current DIA civilian employee?

Yes

No

If you **ARE** a DIA civilian employee, in order to apply on the internet, through www.dia.mil, you'll need to click "No" to proceed.





For External Applicants Applying on the Internet

Directorate for Human Capital

Careers

Welcome to the DIA Career Home Page. From this site you are able to:

- Search for Job Openings
- Specify Job Search Criteria and have DIA notify you when a Job Opening meets that criteria
- Apply for Job Openings

You will be able to access your application ONLY on the network on which you prepared it!

password to login. If you have not yet registered, [Register Here](#).

Login

Email:

Password:

[Forgot Password](#)

[Register Now](#)

The first time you visit our site, you'll need to create an account with your e-mail address and a password.

NOTE – to receive e-mail messages about your application – be SURE to enter your e-mail address for the network on which you are applying.

If you had a user ID and password in our former system (before 30 May 2012) – use them to log-in – you do NOT need to register again.

	Close Date	Pay Plan/Series/Grade	Location	Vac
<input type="checkbox"/> HUMAN RES SPEC (INFO SYS)-INB	04/11/2012	GS-0001-11	North America & Hawaii	97
<input type="checkbox"/> HUMAN RES SPEC (COMP)			ombia	97
<input type="checkbox"/> HUMAN RES SPEC (INFO SYS)-INB			& Hawaii	97

[Select All](#) [Deselect All](#)





For External Applicants Applying on the Internet

Directorate for Human Capital

**Enter your e-mail
address and
password here.**

Click “*Register*”

Register

Since this is your first registration, you will need to provide an e-mail address and password. Please enter only one email address, which is the email address you currently use on this network. Your e-mail address will be used to contact you regarding your application. Enter your chosen e-mail address and then your password. You should select a password that you can easily remember but is not obvious to others. The password you enter should be no fewer than 6 characters and no more than 12 characters long. It must contain at least one letter and at least one number. When you have entered your e-mail address and password, click Register. If you have come to this page by mistake, please click Return to Previous Page.

Enter Registration Information

*Email:
*Confirm Email:
*Password:
*Confirm Password:

[Register](#)

[Return to Previous Page](#)

**Your password should
have no fewer than 5
characters and no
more than 12. It must
contain at least one
letter and one
number.**





For External Applicants Applying on the Internet

Directorate for Human Capital

This is your Careers Home page. From this page, you can search for jobs, begin the job application process, and monitor the status of your submitted applications.

Click here to see a list of all currently-advertised jobs and recruiting activities.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

Careers Home
Welcome

Basic Job Search

Keywords:

Posted:

[Advanced Search](#) [Search Tips](#)

To plan a more detailed search, click "Advanced Search" or "Job Search." (see next page)

Click the arrows to scroll through the entire list of jobs.

Notifications

You do not have any notifications.

Job Posting Information

Latest Job Postings

	Job Title	Close Date	Pay Plan/Series/Grade	Location	Vacancy Announcement
<input type="checkbox"/>	HUMAN RES SPEC (INFO SYS)-INB	04/11			
<input type="checkbox"/>	HUMAN RES SPEC (COMP)	04/05			
<input type="checkbox"/>	HUMAN RES SPEC (INFO SYS)-INB	04/04			

[Select All](#) [Deselect All](#)

At the bottom of the Careers Home page, is a list of all DIA jobs posted within the past 30 days **that are still open.**

- click the link to view a vacancy announcement OR
- click check-boxes and click either "Save Selected Jobs" or to "Apply for a Selected Job"





For External Applicants Applying on the Internet

Directorate for Human Capital

Job Search

This is the Advanced Search/Job Search page.

On this page, you can specify parameters which will narrow your search – by occupational group, by location, keyword, by VA number, salary or grade.

BE CAREFUL – don't make your search so specific that you miss some jobs!

When you are ready to shop, click “Search.”

To view ALL open announcements, leave this form blank and click “**SEARCH.**”

Advanced Job Search

[Search](#) [Clear](#) [Save Search](#) [Basic Search](#) [Search Tips](#)

Enter Keywords:

Job Opening ID: (enter complete ID)

Vacancy Announcement Number:

Select Locations:

Florida, MacDill AFB
Florida, Miami
Florida, Tampa
Georgia
Germany

To select multiple values, hold down the Ctrl key (Command key for Macs) while making selections

Select Job Families:

Human Capital Management
Information Technology
Intelligence - Analysis
Intelligence - Collection
Intelligence Operations

Select Special Program(s):

DIA Applicant Repository
Hiring Event

Full/Part Time:

Full-Time

Regular/Temporary:

Regular

Minimum Salary:

80,000

Grade From:

09

 To:

11

Find Jobs Posted Within:

Anytime

Display Results Sorted By:

Date Posted

[Search](#) [Clear](#) [Save Search](#) [Basic Search](#) [Search Tips](#)

To save these parameters to use in the future, click “Save Search.”





For External Applicants Applying on the Internet

Directorate for Human Capital

Save Search

On this page you may save your job search. Select 'Use as Job Agent' and select Save Search to be notified by email of any job openings meeting your specified criteria.

Save Search

*Name your search:

My Job Search

☒ Use As Job Agent

Send Job Agent notification to:

digerse@dodiis.ic.gov

Save Search

Cancel

If you click "Save Search, you will next see this page.

1. Enter a name for your search.
2. If you want us to send an e-mail notice to you whenever jobs with these parameters are posted, click "Use As Job Agent"
3. Click "Save Search" – to move to the next screen
4. Click "Run Search" to activate your job search.

[Careers Home](#)

[Job Search](#)

[My Saved Jobs](#)

[My Saved Searches](#)

[My Car](#)

My Saved Searches

Saved Searches and Job Agents					
Saved Search	Created On	Job Agent Email Address	Edit	Delete Search	Run Search
MY JOB SEARCH	04/11/2012	digerse@dodiis.ic.gov	Edit	Delete Search	<div>Run Search</div>





For External Applicants Applying on the Internet

Directorate for Human Capital

Move to other pages at any time using the links at the top of the page.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

✓ 10 Results Found

Search Results

Save Jobs

Apply Now

First Previous Next Last

Search Results

	Created	Close Date	Posting Title	Vacancy Announcement	Grade From/To	Job Opening ID	Job Family	Location
<input type="checkbox"/>	04/05/2012	04/19/2012	SUPV CONTRACT SPEC-INB	97724-01	14/14	97724	Acquisition	North America & Hawaii
<input type="checkbox"/>	04/05/2012	04/19/2012	SUPV CONTRACT SPEC-INB	97725-01	14/14	97725	Acquisition	North America & Hawaii
<input checked="" type="checkbox"/>	04/05/2012	07/04/2012	IO (COLL REQ/ANALYSIS)	97721-01-SBG	13/13	97721	Intelligence - Collection	National Capital Region
<input checked="" type="checkbox"/>	04/05/2012	04/19/2012	MGMT ANALYST- MDA	97722-01	13/13	97722	Administration	National Capital Region
<input type="checkbox"/>	04/05/2012	04/19/2012	SUPV CONTRACT SPEC-INB	97723-01	14/14	97723	Acquisition	North America & Hawaii
<input type="checkbox"/>	04/05/2012	04/19/2012	SUPV CONTRACT SPEC-INB	97726-01	14/14	97726	Acquisition	North America & Hawaii

Here are your search results.

- To open any Vacancy Announcement, click the link.
- To save jobs in your “job basket,” check the boxes and click the “Save Jobs” button at the top of the page.
- To start your application for one job, click ONE check-box and then click the “Apply Now” button at the top of the page.





“My Career Tools” is a central information source.

- Click “Edit Profile” to edit the contact information you put in your application.
- Use “My Applications” to see your previously submitted applications
- Use “Attachments” to see attachments you have added to previous applications.
- Job Offers will list your pending job offers

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

My Career Tools

My Applications

Display applications from:

Within Last Month

Refresh

You have not submitted any applications.

All Applications

Last Year

Within Last Month

Within Last Three Months

Within Last Week

Select 'Add Attachment' to add any attachments identified as required in the Job Opening.

Attachments

You have not added any attachments at this time.

[+ Add Attachment](#)

Job Offers

You do not have any job offers at this time.





For External Applicants Applying on the Internet

Directorate for Human Capital

Job Description

Job Title: IO (COLL REQ/ANALYSIS)
Job ID: 97911
Location: National Capital Region
Full/Part Time: Full-Time
Regular/Temporary: Regular

Save Job

Apply Now

Refer Friend

[Return to Previous Page](#)
[Email Job Opening Text](#)



This page (longer than you see here) gives a partial picture of the vacancy announcement/job opening. To see the entire vacancy announcement, click this link, "Email Job Opening Text."

The vacancy announcement will be sent to you at the e-mail address you used when you registered.

POSITION SUMMARY

The incumbent serves as a Collection Requirements Specialist responsible for all-source and/or INT-specific collection requirements management. As such, incumbent coordinates, validates and manages standing, ad hoc, and crisis-related requirements. The incumbent prepares, validates, and submits of time-sensitive collection requirements for one or more of the following: HUMINT, GEOINT, SIGINT, OSINT, or MASINT. Responsible for complex collection requirements tasks for assigned customers.





DEFENSE INTELLIGENCE AGENCY

For External Applicants Applying on the Internet

Vacancy Announcement: 97911-02

Job Title: IO (COLL REQ/ANALYSIS)
Job ID: 97911
Area of Consideration: Open All Sources
Open Date: 05-APR-2012
Close Date: 04-JUL-2012
Number Avail. Positions: 1
Location: DC DIAC
Pay Plan/Series/Grade: GG/ 0132 / 13
Salary Range: 50000.00 to 60000.00
Work Schedule: Full-Time
Type of Appointment: Excepted Service
Staffing Specialist: Susan B Gerhard
703/699-7474

POSITION SUMMARY

The incumbent serves as a Collection Requirements Specialist responsible for all-source and/or INT-specific collection requirements management. As such, incumbent coordinates, validates and manages standing, ad hoc, and crisis-related requirements. The incumbent prepares, validates, and submits of time-sensitive collection requirements for one or more of the following: HUMINT, GEOINT, SIGINT, OSINT, or MASINT. Responsible for complex collection requirements tasks for assigned customers.

ADDITIONAL POSITION INFORMATION

- Plans, organizes, and conducts complex collection strategies where subjects are difficult to collect and where existing INT collection assets are used in innovative ways. Performs the full range of collection requirement management functions such as developing and affecting inter-and-intra-agency coordination of collection requirements. - Conducts analytical studies of programs that are broad in scope with frequently undefined limits, to evaluate effectiveness of current collection requirements program, feasibility of future programs and development of planning efforts. Translates abstract command requirements and information objectives into discipline specific collection requirements. - Conducts assessments of active collection strategies. Analyzes the quantity and quality of collection data (e.g., statistics and coverage) to assess

This is the top section of the Vacancy Announcement, showing the basic information about the position.

The center section describes the duties of the job.





DEFENSE INTELLIGENCE AGENCY

For External Applicants Applying on the Internet

Directorate for Human Capital

MANDATORY QUALIFICATIONS

LANGUAGE REQUIREMENTS

1. Applicant must be proficient in any/all of the following languages: Amharic

LICENSE and CERTIFICATE REQUIREMENTS

1. Adv Mil Source Ops

DEGREE REQUIREMENTS

1. Bachelor of Arts in African Studies

SPECIALIZED EXPERIENCE/TRAINING REQUIREMENTS

1. experience operating....

The bottom portion lists the qualifications and other requirements for the job.

MANDATORY ASSESSMENT FACTORS

1. experience.....
2. Extracts appropriate data and information from research directed topics
3. Distinguishes between a knowledge gap and the need to apply a different analytic technique
4. Explores innovative applications of analytic techniques and techniques

ADDITIONAL JOB REQUIREMENTS

Applicants who do not submit a supplementary narrative statement will not be given further consideration.

May be required to perform duty at other operating locations.

Relocation (permanent change of station) costs may not be authorized.

All DIA employees are subject to initial and aperiodic counterintelligence-scope polygraph tests.

Current Federal employees (non-DIA) must also submit a copy of the SF50, notification of personnel action, that documents their appointment to or promotion to the highest grade held.

Availability for shift work, extended hours, and travel is required for this position.

Applications must be received by MIDNIGHT (Eastern Time) of the closing date of the announcement, unless otherwise waived prior to the vacancy announcement's closing date. For questions, or to receive reasonable accommodations regarding the submission of your application, please contact our customer service representative 202-533-0934 no later than 3 p.m. Eastern Time of the closing date of the vacancy announcement.

Applications must be received by MIDNIGHT (Eastern Time) of the closing date of the announcement, unless otherwise waived prior to the vacancy announcement's closing date. For questions, or to receive reasonable accommodations regarding the submission of your application, please contact our customer service representative at 256-313-7653 no later than 3 p.m. Central Time of the closing date of the vacancy announcement.





Favorites Main Menu > My Employee Home > My Employee Home

UNCLASSIFIED

Job Description

Job Title: IO (COLL REQ/ANALYSIS)
Job ID: 97911
Location: National Capital Region
Full/Part Time: Full-Time
Regular/Temporary: Regular

Save Job

Apply Now

Refer Friend

[Return to Previous Page](#)

[Email Job Opening Text](#)

IF you want to apply for this job – go back to the more abbreviated version of the announcement and click “Apply Now”

POSITION SUMMARY

The incumbent serves as a Collection Requirements Specialist responsible for all-source and/or INT-specific collection requirements management. As such, incumbent coordinates, validates and manages standing, ad hoc, and crisis-related requirements. The incumbent prepares, validates, and submits of time-sensitive collection requirements for one or more of the following: HUMINT, GEOINT, SIGINT, OSINT, or MASINT. Responsible for complex collection requirements tasks for assigned customers.





For External Applicants Applying on the Internet

Directorate for Human Capital

Apply Now

Online Application

This is where you will complete your online application.

Use the NEXT and PREVIOUS buttons at the bottom of each page to navigate. Do NOT use your browser BACK button.

This system will time-out after 60 minutes of inactivity (no movement between fields in the application). We strongly encourage you to frequently 'Save' throughout the application process to avoid data loss.

Continue

[Return to Previous Page](#)

Read the instructions and click
"Continue" to begin your application.





For External Applicants Applying on the Internet

Directorate for Human Capital

My Profile

Please provide your name and other contact details in order to continue with the application. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

Save

[Return to Previous Page](#)

Member Information

Email: DIANDJS@dodiis.ic.gov

Password: [Change Password](#)

Preferred Method of Contact: Email

Name

Prefix/Rank:

*First Name:

Middle Name:

*Last Name:

Name Suffix:

Address

Country: USA United States

Address 1:

Address 2:

Address 3:

Address 4:

City:

State:

Postal:

County:

Email Addresses

*Primary Email Type: Select...

*Email Address: digerse@dodiis.ic.gov

Phone

Primary Phone Type: Select...

Phone Number: Extension: [Remove Phone](#)

[+ Add Another Phone Number](#)

Security Clearance Information

Security Clearance:

☒ Active ☐ Inactive

Status Date:

Sponsor:

Polygraph Type: Polygraph Date:

Save

[Return to Previous Page](#)

The “MY Profile” page is crucial – we must be able to contact you.

3 fields are required:

- First Name
- Last Name
- Email type

Remember to “Save.” You will be taken to the first page of the application.





For External Applicants Applying on the Internet

Directorate for Human Capital

Favorites Main Menu > My Employee Home > My Employee Home

Apply Now

Complete Application

Job Applications	
Posting Title	Screening Results
IO (COLL REQ/ANALYSIS)	

Grace A. Babb
1 John Street
Springfield, OH 45896

At any time, you can click "Save" to save your application without exiting the application. **To exit the application, "Save" then click "Careers Home."**

Previous Submit Save Cancel [Careers Home](#) **Next**

Security Classification [Preferences](#) Work Experience Education and Training Accomplishments Assessment Factors Referral Information

The top part of all of the pages of the application will look like this. On **EVERY PAGE**, you must scroll down to address the questions on that page.

At the bottom of the top section of the page are links to the pages of the application.

- The [blue underlined](#) links are pages you have already visited and can return to
- Click the ["Next"](#) link or the arrow to move forward to other pages
- The **"Bolded"** link is the page you have on the screen
- You must move forward. After you have visited a page, you may return to it, **one page at a time**



For External Applicants Applying on the Internet

Directorate for Human Capital

Preferences

◀ Previous Submit Save Cancel Careers Home Next ▶

[Security Classification](#) Preferences Work Experience Education and Training Accomplishments Asse

Use this section to tell us what you are looking for in terms of location, working time and type of job.

Preferences

Desired Start Date: 09/01/2012 31

Are you willing to relocate? No

Are you willing to travel? Yes

Travel Percentage: 26 - 50 %

Regular/Temporary: Either

Desired Work Days

<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Wednesday	<input type="checkbox"/> Sunday
<input checked="" type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Friday	<input type="checkbox"/> Saturday	

Full/Part-Time: Full-Time

Desired Shift: Any

Minimum Pay: 60000.000000 Pay Frequency: Annual

Currency Code: USD US Dollar

Desired Hours Per Week: 40.0

Geographic Preference

First Choice: Charlottesville, Virgin Second Choice: Florida, MacDill AFB

Comments:

The information you enter on this page will be used for Federal employment considerations. Indicate if you are or were ever a Federal Civilian employee and the highest grade and tenure you have held. If you are claiming Veteran's preference, you must meet the eligibility requirements in section 2108 of title 5, United States Code.

This is the top section of the "Preferences" page. Record your preferences and scroll down to the lower section of this page.

NOTE -

- you are not required to enter any information on this page.
- Only the information you enter will show on the printed application – if you choose to not enter information in a field – that field will not be displayed on the application.





For External Applicants Applying on the Internet

Directorate for Human Capital

Preferences

The DIA pay plan is GG. Other Federal agencies use other plans, GS, GM, FS, etc.

NOTE:

- Veterans Preference is not available to current U.S. government civilian employees.

The information you enter on this page will be used for Federal employment considerations. Indicate if you are or were ever a Federal Civilian employee and the highest grade and tenure you have held. If you are claiming Veteran's preference, you must meet the eligibility requirements in section 2108 of title 5, United States Code.

Preferences	
Federal civilian employee?	<input checked="" type="checkbox"/> Previous Federal Employee <input type="checkbox"/> Previous Agency Employee <input type="checkbox"/> Current Federal Employee <input checked="" type="checkbox"/> Current Agency Employee
Highest Pay Plan:	<input type="text"/>
Highest Grade:	<input type="text"/>
Minimum Acceptable Pay Plan:	<input type="text"/>
Minimum Acceptable Grade:	<input type="text"/>
Highest Career Tenure:	<input type="text"/>
Veterans Preference:	<input type="text" value="None"/>
Reserve Category:	<input type="text" value="Not Applicable"/>
Uniformed Service:	<input type="text"/>
Military Grade:	<input type="text"/>
Military Separation Status:	<input type="text"/>
Military Service Start Date:	<input type="text" value="08/25/2011"/> <input type="text" value="31"/>
End Date:	<input type="text" value="31"/>
Effective Date:	<input type="text" value="08/25/2011"/> <input type="text" value="31"/>
Military Status:	<input type="text" value="Not indicated"/>

[Previous](#) [Careers Home](#) [Next](#)

This is the bottom section of the "Preferences" page. Continue to record your preferences.

NOTE:

- you are not required to enter any information on this page.
- Only the information you enter will show on the printed application – if you choose to not enter information in a field – that field will not be displayed on the application.





For External Applicants Applying on the Internet

Directorate for Human Capital

Work Experience

If you previously entered work experience data in a DIA application on this network, that data will appear here. If you did not previously enter work experience data, you must enter it now.

[Security Classification](#) [Preferences](#) [Work Experience](#) [Education and Training](#) [Accomplishments](#) [Assessment Factors](#)

Click the link to review/adjust the entry for one of your jobs.

Add any applicable work experience here. Ensure your job description supports the responses you provide to assessment factors in the application. Job description should be no more than one page in length (appx. 700 words). The job description field provides word count to assist with this constraint.

Work Experience					
Employer	Job Title	Start Date	End Date	Delete	
Office of the Director of National Intelligence	Senior Content Manager Africa	09/01/2009			
Defense Intelligence Agency	Chief of the Africa Branch, JI	02/01/2008	08/31/2009		
Defense Intelligence Agency	Chief, Asia Branch, Asia Divis	03/01/2005	01/31/2008		
Defense Intelligence Agency	Chief, Africa/Asia Branch, JTI	09/20/2002	02/20/2005		

Click the trash can to delete an instance of work experience.

[+ Add Work Experience](#)

Click here to add periods of work experience.

[Previous](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) [Next](#)





For External Applicants Applying on the Internet

Directorate for Human Capital

Work Experience (continued)

These red entries are just reminding you that you must enter data in those required fields.

Add Employment History

Following fields are required:

- Start Date
- Employer
- Ending Title

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

Enter Employment Details

*Security Classification:

*Start Date: End Date:

*Employer:

*Ending Job Title:

Ending Pay Rate: Pay Frequency:

Hours Per Week:

Experience Type:

Supervisor Name:

Contact Phone: OK to Contact Supervisor?:

Job Description:

[Word Count](#) Total Words:

Address

Country:

Address 1:

Address 2:

Address 3:

Address 4:

City:

State:

Postal:

County:

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

This is the page on which you will enter each of your periods of work experience.

Whether you're adjusting currently available work history – OR – adding new data, your page will look like this.

Enter any applicable work experience here. Your job description should support the responses you provide to assessment factors in the application. Your Job description should be no more than one page in length (approximately 700 words) for each job. Click the "Word Count" button to learn how many words you have entered.

Both the "Save and Return" and "Save and Add More" buttons will save your data and keep you on this page.

"Cancel" and "Return to Previous Page" will take you to the main Work Experience page – without saving your data.

If you entered data and continue your application – first click "Save and Return" – then click "Return to Previous Page."



For External Applicants Applying on the Internet

Directorate for Human Capital

Education and Training

The top part of this page is for your degree-related education.

[Security Classification](#) [Preferences](#) [Work Experience](#) [Education and Training](#) [Accomplishments](#) As:

Provide your highest level of education from the drop down box menu. Then click the Add Degrees link below to document additional details about your education (degree, major, school, etc). You should include all completed and in-progress education beyond high school. DIA will validate your education and may require copy of transcripts in the future.

-If you are substituting education in place of specialized experience then submit attach unofficial transcript.

-All attachments are submitted and stored on the Careers Homepage, Career Tools Section Attachments Link.

Education History

Highest Education Level:

Use the drop-down to find and enter your highest education level.

Click the link to review a previously entered degree.

Click here to add a degree.

To add Degrees to your application, select the Add Degrees hyperlink below.

Degrees		Find	First	1-2 of 2	Last
Degrees	Delete?				
Bachelor's Degree	<input type="checkbox"/>				
Master's Degree	<input type="checkbox"/>				

[+ Add Degrees](#)

[Select All](#) [Deselect All](#)

[Delete Selected](#)

To delete a degree, either click the trash can or check the "Delete" box and then click "Delete Selected."





For External Applicants Applying on the Internet

Education and Training (continued)

Add Degrees

TBD- Enter all of your degree information on this page. Select your educational institution, major and degree from the lists.

Details

*Degree:	<input type="text"/>	
*Major:	<input type="text"/>	
*Country:	<input type="text"/>	
*School:	<input type="text"/>	
	<input type="checkbox"/> Minority Institution	
GPA:	<input type="text"/>	
	<input type="checkbox"/> Graduated	
*Projected/Actual Grad Date:	<input type="text"/>	

Use the magnifying glass look-up icons to find the appropriate entries.

NOTE – the list of majors is a federal government list. You might not find the exact wording of your major. Use a descriptor which is the most similar.

Click OK to save this entry and return to the Education page.

Click "Cancel" to go back to the Education page without saving this entry.

Click "Apply and Add Another" to add another degree.

OK Cancel Apply and Add Another





For External Applicants Applying on the Internet

Education and Training (continued)

Click here to add training (non-degree-related courses).

Document training that is relevant to the position for which you are applying. To add additional training, select Add Job Training. Select the training link to edit and select the delete icon to delete.

Job Training

You have not added :

[+ Add Job Training](#)

[Add New Application](#)

Add Job Training

The following fields are required:

- Security/Classification
- Course Title
- Facility Name

Add your training courses here. (the first three items are required) then...

- Click "Save and Return" to save this training and stay on this page.

- Click "Save and Add More" to save your addition and add more training.

- Click "Cancel" to return to the "Education and Training" page without saving your data.

- Click "Save and Return" – then Return to Previous Page – to save your training and return to the "Education and Training" page.

Enter Job Training Details

*Security Classification:	<input type="text"/>
*Course Title:	<input type="text"/>
*Facility Name:	<input type="text"/>
Course Start Date:	<input type="text"/> 31
Course Completion Date:	<input type="text"/> 31
Duration (Hours):	<input type="text"/>

Save & Return

Save & Add More

Cancel

[Return to Previous Page](#)

* Required Field



For External Applicants Applying on the Internet

Directorate for Human Capital

Education and Training (continued)


To add Degrees, select the Add Degrees hyperlink below. To change information for Degrees, select the hyperlink under the Degrees field. Select the delete icon to remove Degrees information.

▼ Degrees

You have not added any Degrees to your application

[+ Add Degrees](#)

Document training that is relevant to the position for which you are applying. To add additional training, select Add Job Training. Select the training link to edit and select the delete icon to delete.

Training			
Training	School Name	Start Date	Delete
eZHR For Supervisors	DIA	05/02/2011	
Denial and Deception Course	DIA	05/12/2009	

[+ Add Job Training](#)

[◀ Previous](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) [Next ▶](#)

This is your compiled training list.

To delete a training course, click the trash can.





For External Applicants Applying on the Internet

Directorate for Human Capital

Accomplishments

To add a License or Certification, click here.

[Security Classification](#) [Preferences](#) [Work Experience](#) [Education and Training](#) [Accomplishments](#)

To add Licenses & Certifications to your application, select the Add Licenses & Certification hyperlink below.

Licenses & Certifications	
Licenses & Certifications	Delete
(U) Adv. Computer Forensic Tech	<input type="checkbox"/>

[+ Add Licenses & Certifications](#) [Select All](#) [Deselect All](#) [Delete Selected](#)

To delete a listing, click in the check box and then click "Delete Selected."

Click the magnifying glasses to find your "License/Certification," "Country" and "State" – enter applicable data in the other fields.

*License or Certification:

Country:

State:

Issue/Approval Date:

Expiration Date:

License/Certification Number:

Issued By/Assigning Agency:

Last Update Date: 04/12/2012 7:28:07AM

Last Update Oprid:

Click "OK" to save this listing.

To add more licenses/certifications, click "Apply and Add Another."



For External Applicants Applying on the Internet

Directorate for Human Capital

Accomplishments
(continued)

To self-certify your
language skills, click
here.

To add Language Skills, select the [Add Language Skills](#) hyperlink below. To change information for Language Skills, select the hyperlink under the Language Skills field. Select the delete icon to remove Language Skills information.

▼ Language Skills


You have not added any Language Skills to your application

[+ Add Language Skills](#)

Click the magnifying
glasses to find your
Language, then enter
applicable data in the
other fields.

Add Language Skills

TBD - Use this page to list and self-certify your foreign languages fluency. If you have foreign language skills, but have not taken a Department of Defense approved test (i.e., DLPT, DLRPT, or OPI), you may self-certify your language capability here. Or, if you have taken a Department of Defense approved test, but did not meet the criteria for Foreign Language Proficiency Pay, you may self-certify your languages here.

Details	
*Language:	<input type="text"/> 
Listening Proficiency:	<input type="text"/>
Reading Proficiency:	<input type="text"/>
Speaking Proficiency:	<input type="text"/>
	<input type="checkbox"/> Are you able to translate?
	<input type="checkbox"/> Are you able to interpret?
*How was language acquired?:	<input type="text"/>

Click "OK" to save this
listing.

To add more
languages, click "Apply
and Add Another."





For External Applicants Applying on the Internet

Directorate for Human Capital

Accomplishments (continued)

Click here to add Defense Language Aptitude (DLAB) test score entries.

[Security Classification](#) [Preferences](#) [Work Experience](#) [Education and Training](#) [Accomplishments](#) [Assessor](#)

To add Defense Language Aptitude, select the Add Defense Language Aptitude hyperlink below. To change information for Defense Language Aptitude, select the hyperlink under the Defense Language Aptitude field. Select the delete icon to remove Defense Language Aptitude information.

Defense Language Aptitude	
Test	Delete?
Defense Language Aptitude Battery	<input type="checkbox"/>

[+ Add Defense Language Aptitude](#) [Select All](#) [Deselect All](#) [Delete Selected](#)

1. Use the magnifying-glass look-up to enter the title of the Battery.
2. Enter your test date
3. Enter your test score.
4. Click "OK"

Favorites Main Menu

Add Defense Language Aptitude

TBD - Use this page to enter details for DLAB.

Details	
*Test:	<input type="text" value="DLAB-0001"/> Defense Language Aptitude Battery
*Test Date:	<input type="text" value="04/10/2012"/>
*Test Score:	<input type="text" value="95"/>
Last Update Date:	04/10/2012 8:09:45AM
Last Update Oprid:	

To delete a DLAB listing, click in the check box and then click "Delete Selected."

Click "OK" to save this listing.

To add more test results (unlikely), click "Apply and Add Another."





For External Applicants Applying on the Internet

Accomplishments (continued)

Click here to see existing recorded Honors and Awards (from a previous application, if any).

To add another Honor or Award, click here.

1. Use the magnifying-glass look-up to enter the title your honor or award.
2. Enter award specifics.
4. Click "OK"

To add Honors and Awards to your application, select the Add Honors and Awards hyperlink below.

Honors and Awards	
Honors and Awards	Delete?
Defense Superior Service Medal	<input type="checkbox"/>
Description	<input type="checkbox"/>
+ Add Honors and Awards Select All Deselect All Delete Selected	

To delete an honor or award, click in the check box and then click "Delete Selected."

Add Honors and Awards

TBD - Document honors or awards relevant to the position for which you are applying. To add additional honors/awards, click the ADD Award button. To delete a listing, click the DELETE button.

Details	
*Honor and Award:	<input type="text"/>
*Issue Date:	<input type="text" value="04/12/2012"/>
Hours:	<input type="text"/>
Amount (\$):	<input type="text"/>
*Grantor:	<input type="text"/>
Reason for Honor/Award:	<input type="text"/>

Click "OK" to save this listing.

To add more test results (unlikely), click "Apply and Add Another."

OK Cancel Apply and Add Another



For External Applicants Applying on the Internet

Accomplishments (continued)

If there are multiple items listed here – use the arrows to scroll between them.

Enter your Specialized Expertise information in this section.

▼ Specialized Expertise		
Specialized Expertise	Requirement Type	Proficiency
Experience performing intelligence analysis in the field, using XYZ equipment and software.	Mandatory Qualification	<div>Find [Icons] First 1 of 1 Last</div> <div>No Yes</div>

Use the drop-down to select either “yes” or “no.” (Any further details about your experience/expertise in this area would need to be highlighted in your work experience.)





For External Applicants Applying on the Internet

Directorate for Human Capital

Assessment factors

[Security Classification](#) [Preferences](#) [Work Experience](#) [Education and Training](#) [Accomplishments](#) [Assessment Factors](#) [Referral Information](#)

Enter your Mandatory Assessment Factors information in this section.

Mandatory Assessment Factors	
Mandatory Assessment Factors	Proficiency
(U) Extracts appropriate data and information from well-known and accessible sources and databases to research directed topics	<div><div></div><div>A - Lacks education, training or experience in performing this task B - Has education/training in performing task, not yet performed on job C - Performed this task on the job while monitored by supervisor or manager D - Independently performed this task with minimal supervision or oversight E - Supervised performance/trained others/consulted as expert for this task</div></div>
(U) Distinguishes between a knowledge gap (e.g., the need for additional subject matter knowledge) and the need to apply a different analytical technique, method or approach	
(U) Explores innovative applications of accepted or experimental structured analytic methodologies and techniques	<div><div></div></div>

Use the drop-downs to select your level of experience, education, and accomplishment for each of the factors.

Remember – your work experience section should fully support the selection you make here.

Enter your Specific Mandatory Factors information in this section.

Specific Mandatory Factors		
Specific Mandatory Factors	Requirement Type	Proficiency
experience.....	Mandatory Assessment Factor	<div><div></div><div>A - Lacks education, training or experience in performing this task B - Has education/training in performing task, not yet performed on job C - Performed this task on the job while monitored by supervisor or manager D - Independently performed this task with minimal supervision or oversight E - Supervised performance/trained others/consulted as expert for this task</div></div>

Enter your Highly Desired Factors information in this section.

Highly Desired Factors	Requirement





For External Applicants Applying on the Internet

Directorate for Human Capital

Referral Information

The screenshot shows the 'Referral Information' section of the application form. A dropdown menu is open, listing various referral sources. A red arrow points from a text box to the dropdown. Another red arrow points from a text box to the 'Submit' button. A third red arrow points from a text box to the 'Save' button. The form includes fields for 'How did you learn of the job:', 'Are you a former employee:', and navigation buttons like 'Previous', 'Submit', 'Save', 'Cancel', and 'Careers Home'.

Ad
Advertisement
Agency
Client Referral
College Recommendation
College Recruiting
Email
Employee
Employment Security Bureau
Executive Referral
Executive Search
Former Employee
Job Fair
Job Posting
Open House
Other
Other Source
Phone Inquiry
Posting
Unknown
Unsolicited
Walk-In

Please click the drop-down and tell us how you learned about this job.

Click "Submit" to submit your application for consideration.

Click "Save" to save your application without submitting it.

If you submit your application and later want to make a change – you may submit another one any time. HOWEVER – to create another application, you will have to start a NEW application – there is no way to adjust and re-submit the previously submitted application.





For External Applicants Applying on the Internet

When you click "Submit," this pop-up will appear to remind you to attach any required attachments.

FIRST: Click "OK" and finish your "Submit"

THEN: click the link to go to Careers Home.
(continued on next page)

NOTE: current DIA civilian employees will have no required attachments.

Message [X]

Include Attachments (18178,823)

Include any attachments requested in the Job Opening on the Careers Homepage, Career Tools section, Attachments link.

- If you are affiliated with the military then you should submit a DD214 attachment.
- If you have indicated veterans preference then you MUST submit a DD214 attachment for the application to be considered complete.
- If you are/have been a Federal Civilian Employee then submit SF50 as an attachment.

OK

◀ [Previous](#) [Careers Home](#) ▶





For External Applicants Applying on the Internet

Adding an attachment

On the Careers Home page –

1. Go to My Career Tools.
2. Click “Add Attachment.”
3. Fill in the blanks for Attachment Type and Purpose.
4. Click the link “Add Attachment.”
5. Locate and upload your attachment .

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

Select 'Add Attachment' to add any attachments identified as required in the Job Opening.

Attachments

You have not added any attachments at this time.

[+ Add Attachment](#)

My Attachments and Cover Letters

Add Attachments

Attachments

*Attachment Type:

*Attachment Purpose:

[Add Attachment](#)

[Save & Return](#)

[Save & Add More](#)

[Cancel](#)

File Attachment

[Browse...](#)

[Upload](#)

[Cancel](#)





For External Applicants Applying on the Internet

Viewing/printing your application

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

Careers Home

Welcome Anderson

Basic Job Search

Keywords:

Posted:

[Advanced Search](#) [Search Tips](#)

My Career Tools

[9 Submitted/Saved Applications](#)

[0 Attachments](#)

[My Profile](#)

To view/print a copy of your draft or submitted applications –

1. Go to “Careers Home”
2. In the “My Career Tools” block, click “Submitted/Saved Applications (continued on next page)”

[Favorites](#) [Main Menu](#) > [My Employee Home](#) > [My Employee Home](#)

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

Careers Home

Welcome James

Basic Job Search

Keywords:

Posted:

[Advanced Search](#) [Search Tips](#)

My Career Tools

[9 Submitted/Saved Applications](#)

[0 Attachments](#)

[Resume](#)

[My Profile](#)



For External Applicants Applying on the Internet

Viewing/printing your application (continued)

Click here to see your application as it looked on the screen when you were completing it. You will NOT be able to make any adjustments!

Use the arrows to scroll between multiple pages of applications.

◀ First ◀ Previous | Next ▶ Last ▶▶

	Application	Close Date	Vacancy Announcement	Status	Reason	Application Date	Print Application
<input checked="" type="checkbox"/>	IO (COLL REQ/ANALYSIS)	07/04/2012	97911-02	Applied		04/10/2012 7:28AM	
<input type="checkbox"/>	IO (COLL REQ/ANALYSIS)	07/04/2012	97911-02	Draft		04/09/2012 10:24AM	
<input type="checkbox"/>	IO (COLL REQ/ANALYSIS)	07/04/2012	97911-02	Draft		04/09/2012 8:13AM	
<input type="checkbox"/>	PROG ANALYST-INB4	04/20/2012	97919-01	Draft		04/09/2012 7:54AM	
<input type="checkbox"/>	IO (COLL REQ/ANALYSIS)	07/04/2012	97911-02	Draft		04/06/2012 2:31PM	

Delete Selected Application

Delete applications by clicking the check box then push "Delete Selected Applications."

Click here to see an on-line version of your application.





For External Applicants Applying on the Internet

Directorate for Human Capital

This is the top portion of the on-line version of your application. To print your application, click here. A copy will be sent to your e-mail box.

Application Details

[Return to Previous Page](#)

[Email Printed Application](#)

▼ General Information

Display Name: Anderson John
Applicant ID: 20035579
Applicant Type: External Applicant
Applicant Status: Active
Job Opening ID:

▼ Contact Information

Prefix/Rank:
First Name: Anderson
Middle Name: Stewart
Last Name: John
Name Suffix:

Address:

Preferred Contact: Email

▼ Email Addresses





For ALL Applicants

How will you know the status of your application?

We will send an e-mail message to you:

1. When we receive your application.
2. When your application is being referred for further consideration.
3. If we are no longer considering your application.
4. If the vacancy announcement is cancelled.





For everyone!

- **Need Help with the on-line application process?**

Please contact our help desk

- Commercial: 301-227-8400

- DSN: 312-287-8400

- **We're available:**

Monday-Friday 7:00 a.m. - 11:00 p.m. ET

Saturday-Sunday 11:00 a.m. - 10:00 p.m. ET

- e-mail diajobs_help@dodiis.mil

